
Table of Contents

Contents

Introduction	5
Core Element: Risk Assessment	7
Risk Assessment	9
Definitions of Disasters.....	11
Hazard Vulnerability Assessment Instructions.....	13
Hazard Vulnerability Assessment – Sample	15
Hazard Vulnerability Policies & Procedures	17
Tornado – Example.....	19
Infectious Disease Pandemic (COVID-19) – Example	21
Additional Documents.....	25
Organization Locations – Sample	27
Aerial Photographs of Organization Locations.....	29
Organization Evacuation Routes	31
Core Element: Policies & Procedures.....	33
Required Policies and Procedures	35
Emergency Preparedness Plan Activation – Example	37
Shelter in Place	39
Evacuation	41
Subsistence Needs.....	43
Policy and Procedure Forms.....	45
Staff Tracking Form – Sample	47
Patient Tracking Form – Sample.....	49
Patient Assessment – Sample.....	51
Volunteer Tracking Form – Sample	53
Equipment & Supply Checklist – Sample.....	55
Memorandum of Understanding	57
Memorandum of Understanding – Sample.....	58
1135 Waiver	61

Table of Contents

Core Element: Communication.....	63
Communication Elements	65
Incident Command	67
Communication Plan Forms	69
Staff Phone List.....	71
Volunteer Phone List	73
Phone Tree – Sample.....	75
Emergency Contacts – Sample	77
Vendor Contacts – Sample	79
Contracted Services Contact List – Sample	81
Core Element: Training & Testing	83
Training.....	85
Testing	85
Tabletop Exercises.....	87
Objectives	88
Develop Scenario	89
Facilitators, Participants and Observers	90
Environment	91
Debrief & Evaluation.....	93
After Action Report	95
After Action Report – Sample.....	97
Follow-Up (Optional).....	101
Final Thoughts	103
Emergency Preparedness Conditions of Participation – Definitions	105
Emergency Preparedness – Conditions of Participation for Home Health.....	107
Emergency Preparedness – Conditions of Participation for Hospice	129
End Notes.....	153